



# Foreign Affairs Manual

## 4 FAM – Financial Management

**Change Transmittal:** FIN-403

**Date:** March 3, 2010

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## 4 FAM 460 TRAVEL AND TRAVEL ADVANCE MANAGEMENT

### Changes

1. Changes were made to miscellaneous sections. More significant changes are:
  - **4 FAM 463.2 Applicability**
    - A travel advance may also be issued as an electronic funds transfer (EFT), now the preferred method whenever possible.
    - The term “employee” has been more fully defined in the Federal Travel Regulation (FTR), Part 301-1.2.
  - **4 FAM 465.2 Accounting for Transportation**
    - A traveler must report any changes in transportation arrangements and must notify the Travel Management Center (TMC) immediately when the trip will not be made.
  - **4 FAM 469.2-2 Authority**
    - Authority exists for agencies to accept payments from non-Federal sources in connection with the funding of certain official travel.
2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
3. Revisions since the last update appear in *italic* and *dark magenta*. Other than formal titles, the italic will be removed the next time the material is updated. Only current changes appear in italic, which provides an historical record of changes.

4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

### **Filing Instructions for Paper Copies**

1. Remove and discard old subchapter 4 FAM 460 (CT:FIN-398, 04-09-2009; 15 pages) and replace it with revised subchapter 2 FAM 460 (16 pages).
2. After inserting the material in the binder, insert this Change Transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:FIN-403 and initial.

### **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

**(RM/FPRA/FP)**